

Oak Grove School District

JOB TITLE: Purchasing Technician Range 24

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

This position receives limited supervision within a framework of standard policies and procedures to expedite the processing of all Purchase Orders (POs) and Purchase Requisitions (RPs). Responsibilities include an initial review for accuracy and completeness, identifying the RPs that are urgent, determine if they will require requests for quotations, or follow up with the requester to accurately define the item(s) requested: to make sure that the items requested for purchase meet District Standards to provide the goods and services required by all school sites and the District Office complex in a timely manner. This person acts as a resource person regarding a wide variety of supplies and equipment purchased by the District. Also, this individual acts with independent judgment and problem-solving skills which must be fully exercised in relation to the numerous procurements and services required by the district school sites and departments. Confers with the Purchasing & Financial Technician to coordinate procurement activities, accurately encumbering the budgets. Composes memos and letters relating to and recommending resolutions to procurement related problems. Researches products for best price and quality.

TYPICAL DUTIES:

- Receiving and initial review of all Purchase Requisitions (PRs) for accuracy and completeness
- Identifies the PRs that are urgent and determine which procurements will require "requests for quotations"
- Make sure the items requested for purchase meet District Standards
- Prepare PRs for input into the District's computerized budget and accounting system
- Print Purchase Orders and get the "Authorized Buyer's" signature
- Disperse PO copies to the appropriate people/departments
- Review of all "hand typed" Pos for accuracy and completeness
- Performs specialized procurement support services for all school sites and departments
- Make supervisor authorized revisions to Pos and contracts in accordance with District Standards and in accordance with Public Contract Laws and Codes
- Acts with independent judgment and problem-solving skills
- Confers with the Purchasing & Financial Technician
- Maintain Vendor Code Files
- Conducts telephone inquiries with vendors to obtain product information and quotations
- Negotiates with suppliers to obtain best pricing
- Composes memos and letters relating to and recommending resolutions to procurement related problems

TYPICAL DUTIES – Cont:

- Assist the Warehouse, School site personnel and other District personnel to resolve billing or delivery discrepancies
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

- Excellent organization skills
- Ability to work with limited supervision
- Ability to utilize computers and calculators and to compute complicated mathematical computations
- Ability to generate accurate and complete documents
- General knowledge of products and supplies purchased by the District
- Knowledge of proper office methods and procedures
- Knowledge of the State of California Purchasing laws and codes
- Knowledge of basic accounting and finance as it relates to cost and pricing analysis
- Knowledge of data processing and its uses as it pertains to data entry and report processing of purchasing and spreadsheet applications
- Skill to operate office equipment and machines including but not limited to computer terminals, typewriters, calculators
- Skill to effectively communicate in both oral and written form
- Skill to establish and maintain effective work relationships with those contacted in the performance of required duties
- Significant physical abilities include reaching/handling/fingering; talking/hearing conversations and other sounds; visual acuity/depth perception/visual accommodation.